



STATE OF MINNESOTA DEPARTMENT OF VETERANS AFFAIRS



20 West 12th Street, Room 206 • St. Paul, MN 55155 • (651) 296-2562
Fax (651) 296-3954 • MinnesotaVeteran.org • 1-888-LinkVet

**VETERAN STATUS VERIFICATION REQUEST
FOR THE
MINNESOTA SMALL BUSINESS PROCUREMENT PROGRAM**

The Minnesota Department of Administration (ADMIN) operates a Targeted Group, Economically Disadvantaged and Veteran Owned (TG/ED/VO) Small Business Procurement Program where a Certified Veteran Owned Small Business may be eligible for up to a 6% preference in selling their products or services to the State.

In order to apply for Certification as a Veteran Owned Small Business under the ADMIN Program the owner must first be verified by the Minnesota Department of Veterans Affairs (MDVA) as a veteran under Minnesota Statutes §197.447 or as a veteran with a service-connected disability as determined at any time by the United States Department of Veterans Affairs (USVA).

Please fill out the information below, print and then sign this form. Attach a legible copy of your DD-214 (Member Copy 4) and, if applicable, a legible copy of your summary of benefits letter from the USVA, or other documentation showing a service-connected disability.

Name of Veteran: (Please Print or Type.)

Last	First	Middle
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Address

City	State	Zip
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Telephone Number	e-mail (optional)
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I certify that this information is true and I understand that falsification of this data will be sufficient reason for rejection of this application. A person who knowingly provides false information for the purpose of obtaining certification is guilty of a misdemeanor (Minnesota Statutes §16C.21).

Veteran's Signature	Date
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Then Mail or FAX the completed form, a copy of your DD-214 and, if applicable, a copy of your USVA summary of benefits letter to:

Veterans Preference Officer
Minnesota Department of Veterans Affairs
200 Veterans Service Building
20 West 12th Street
Saint Paul, Minnesota 55155-2079

FAX: 651 757 1597

Once received, the MDVA will review your documents and send you a letter either verifying or declining your status as a veteran for the purpose of the Minnesota Small Business Procurement Program. You may then submit a copy of that letter along with your Minnesota Department of Administration TG/ED/VO Certification Application. If you have any questions regarding Veteran Status Verification, please call 651 757 1568.

TENNESSEN WARNING YOUR PRIVACY RIGHTS

The Minnesota Department of Veterans Affairs (MDVA), as a government agency, is required by law to inform you of your rights when we collect private information from you. These laws are the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 and Minnesota Statutes §196.08.

This sheet tells you:

- Why this information is being collected from you and what we do with it.
- Whether you are legally required to supply this information, or if you may refuse.
- Any consequences to you of supplying or refusing to supply the requested information.
- The identity of others authorized to receive the information.

Why this information is being collected from you: what we will do with the information:

The Minnesota Department of Administration (ADMIN) operates a Targeted Group, Economically Disadvantaged and Veteran Owned (TG/ED/VO) Small Business Procurement Program where a Certified Veteran Owned Small Business may be eligible for up to a 6% preference in selling their products or services to the State.

In order to apply for Certification as a Veteran Owned Small Business under the Program the owner must first be verified by the Minnesota Department of Veterans Affairs (MDVA) as a veteran. The MDVA needs your information in order to determine your veteran status.

We need to know about you for these reasons and will use the information as described below:

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- Your full name to know you from other individuals.
- Your address in order to send you a determination letter.
- Your telephone number or e-mail in order to contact you if we have questions about your application.
- Your DD-214 and USVA documents to determine your eligibility to apply for Veteran Owned Small Business Certification.
- To determine eligibility for other veteran benefits.
- To prepare statistical and financial reports and evaluations.
- For research and studies in which your name will not be identified.
- To assess and evaluate the quality of programs offered.

Whether you may refuse to supply the requested information and the consequences of refusing to supply the information:

You have the right to refuse to supply any of the information we request; however, if you do not supply the information requested, among other consequence, we may not be able to:

Determine your eligibility to apply for Certification as a Veteran Owned Small Business or your eligibility for other benefits.

If you supply false information your application will be rejected and you may be subject to criminal penalties.

Others authorized to receive the information:

Private information collected from you will be shared with MDVA staff when necessary for the management of programs and/or services.

Except as specified below, information is not given to any person or entity without your written consent or except pursuant to law.

Others who may receive the information:

- Minnesota Department of Veterans Affairs
- Minnesota Department of Administration
- Minnesota Legislative Auditor
- Minnesota Attorney General's Office
- Appropriate law enforcement personnel who are acting in an investigation, prosecution, criminal or civil proceeding relating to the administration of a program.
- Courts per a valid court order.
- Other, pursuant to law.

MDVA Revised: 10/15